Kindergarten/Grade 9
Attendance Improvement Toolkit

Attendance Improvement Program
Pupil Services
2011-2012

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Background

Introduction

Student attendance is an important measure of student engagement and a correlate to academic achievement and graduation. A growing body of academic research supports the vital importance of regular attendance, and the prevention of **chronic absence**, particularly in early grades[1]. In the LAUSD, chronic absence is defined as having an attendance rate of 91% or less, or missing three or more weeks during an academic year, regardless of the reasons for absence (excused or unexcused). Students who are chronically absent in early grades are far more likely to fall behind on critical reading and math skills, be chronically absent in later grades, and eventually drop out of high school.[2]

Student absenteeism results in the loss of critical instructional time and significant reductions in **Average Daily Attendance Revenue** (ADA), the main source of state funding for schools.

In 2011, LAUSD Superintendent John Deasy released his **Performance Meter**, which outlines core beliefs, goals and targets for improvement in key areas, including increasing the percentage of students with 96% or higher attendance (considered **Proficient/Advanced Attendance**).

The Pupil Services Unit of the LAUSD tracks and reports student attendance trends based on five student attendance performance levels as reflected in the table below.

LESS THAN 87% (Far Below Basic)	87 - 91% (Below Basic)	92 - 95% (Basic)	96 - 99% (Proficient)	100% (Advanced)

Chronic Absence

2012-2013 Goal: 71% of students attending at least 96% of the time
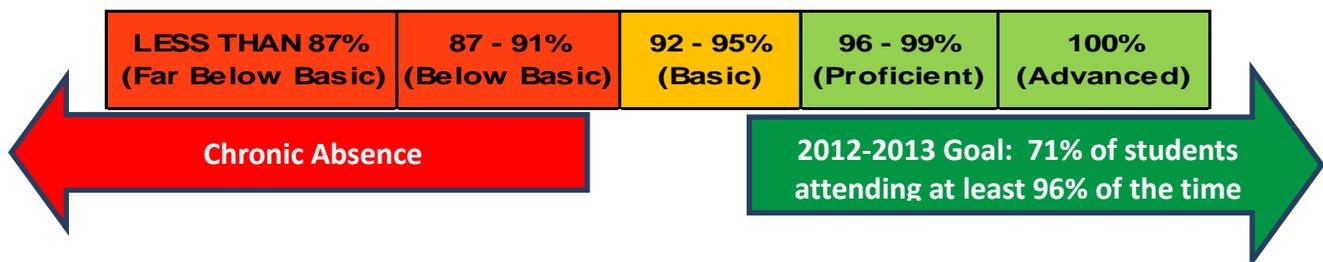
At the end of the 2010-11 school year, a comprehensive review of district-wide attendance trends showed that Kindergarten and Grade 9 students had significantly lower rates of Proficient/Advanced Attendance and the highest rates of chronic absence. Only 55% of LAUSD Kindergarten students achieved 96% or higher attendance and 19% were considered chronically absent. Similarly, only 62% of LAUSD Grade 9 students achieved 96% or higher attendance, and 20% were chronically absent.

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[1] Present, Engaged and Accounted for: The Critical Importance of Addressing Chronic Absence in Early Grades (Chang and Romero, September 2008)
The Importance of Being in School: A Report on Absenteeism in the Nation's Public Schools (Balfanz and Byrnes, May 2012)
2 The Differential Trajectories of High School Dropouts and Graduates (Hickman, Arizona State University, 2008

Attendance Improvement Program: An Effective Model for Absence Prevention

In response to the critical need for attendance improvement in Kindergarten and Grade 9, LAUSD launched the Attendance Improvement Program (AIP) in September of 2011. The program targeted the schools with the lowest rates of Proficient/Advanced attendance in Kindergarten or Grade 9. An **Attendance Improvement Counselor (Pupil Services and Attendance Counselor)** provided focused support and strategic intervention at 52 elementary schools and 25 senior high schools throughout the District. Outcome data (through May of 2012) demonstrated significant increases in Proficient/Advanced attendance rates and reductions in chronic absence rates in program schools for both the target grade level and school-wide (as reflected in the table below).

Attendance Improvement Program Schools
Chronic Absence and Proficient/Advanced Rates
(2010-11 and 2011-12 School Year)

AIP Schools	Chronic Absence			Proficient/Advanced Attendance		
Population	2010-11	2011-12*	Reduction	2010-11	2011-12*	Increase
Kindergarten	31.31%	17.08%	-14.23%	37.24%	62.01%	+24.77%
Grade 9	27.43%	20.45%	-6.98%	51.10%	63.39%	+12.29%
School-wide	2010-11	2011-12*	Reduction	2010-11	2011-12*	Increase
Elementary	18.61%	12.94%	-5.67%	55.59%	68.47%	+12.88%
Secondary	23.43%	18.90%	-4.53%	53.87%	63.64%	+9.77%

*2011-12 data through May

The purpose of this toolkit is to provide schools with the planning and assessment tools, as well as effective strategies, and activities that were developed and implemented by the Pupil Services and Attendance Counselors who serve in the Attendance Improvement Program.

Please note that throughout this toolkit, text and terms in blue are hyperlinked to additional information (click on blue text to be taken to additional information and resources).

K/9 Attendance Improvement Program Toolkit
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Master Calendar

2012-13

Click here to be taken to these calendar planning templates in Excel.

2012-13 Traditional Calendar with Instructional Days
REVISED to reflect furlough days and shortened school year (8/12)

2012-13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	School Days
August														1	2	3	4		5	6	7	8	9				10	11	12	13	H	13
September			H	14	15	16	17			18	19	20	21	22			UA	23	24	25	26			27	28	UA	29	30				17
October	31	32	33	34	35		36	37		38	39	40			41	42	43	44	45			46	47	48	49	50			51	52	53	23
November	54	55			56	57	58	59	60			H	61	62	63	64			FH	FH	FH	H	H			65	66	67	68	69		16
December			70	71	72	73	74			75	76	77	78	79																		10
January							80	81	82	83	84			85	86	87	88	89			H	90	91	92	93			94	95	96	97	18
February	98			99	100	101	102	103				104	105	106	107	108		H	109	110	111	112			113	114	115	116				19
March	117			118	119	120	121	122				123	124	125	126	127		128	129	130	131	132										16
April		133	134	135	136			137	138	139	140	141			142	143	144	145	146			147	148	149	150	151			152	153		21
May	154	155	156			157	158	159	160	161			162	163	164	165	166			167	168	169	170	171			H	172	173	174	175	22
June																																0
																																175

2012-13 Month Specific Themes (SAMPLE – INSERT YOUR OWN THEMES)

2012-13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August														Welcome Back to School!																	
September	Fall in love with school!																														
October																															
November	Thankful and Healthy																														
December																															
January	Celebrating 100 days of school!																														
February	Reasons we (HEART) school																														
March																															
April																															
May	Year-End Activities / Recognition and Celebration																														

Data Evaluation,
Planning,
and
Tracking Tools

Attendance Bands and Absence Tracking

To maintain Proficient/Advanced Attendance, students may miss no more than 1 day for every 25 days enrolled. The tables below outline the number of absences students will have within the five attendance bands at various points throughout the 2012-13 school year*.

Absences within the attendance bands at the end of each calendar month

Absence Counts/Attendance Achievement Bands at the End of Each Month					
2012-13	FBB	BB	Basic	Proficient	Advanced
August	2 or more	1	1	0	0
September	4 or more	3	2	1	0
October	7 or more	5-6	3-4	1-2	0
November	10 or more	6-9	3-5	1-2	0
December	11 or more	7-10	4-6	1-3	0
January	14 or more	9-13	5-8	1-4	0
February	16 or more	10-15	5-9	1-4	0
March	18 or more	11-17	6-10	1-5	0
April	21 or more	13-20	7-12	1-6	0
May	24 or more	15-23	8-14	1-7	0
June	24 or more	15-23	8-14	1-7	0

Absences within each of the attendance bands at each 25th instructional day

Attendance Achievement by Instructional Day						
Maintaining Proficient/Advanced Attendance means having ***NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION***						
Instructional Day	Date	FBB	BB	Basic	Proficient	Advanced
25	September 20	4 or more	3	2	1	0
50	October 26	7 or more	5-6	3-4	1-2	0
75	December 10	10 or more	7-9	4-6	1-3	0
100	February 5	14 or more	9-13	5-8	1-4	0
125	March 13	17 or more	11-16	6-10	1-5	0
150	April 25	20 or more	13-19	7-12	1-6	0
175	May 31	23 or more	15-22	8-14	1-7	0

*Please note that **these breakdowns apply to students who have been enrolled continuously since the first day of school**. Students who enroll late will have fewer days of instruction, and must therefore miss fewer days of school to maintain a 96% attendance rate.

Click here to access your At-Risk Attendance report in MyData.

Click here to access an Attendance Tracking Calendar that can be used to engage parents in absence prevention.

-Attendance Trend Assessment Worksheet-

Purpose: To examine two years of attendance achievement and trends in order to assist with planning for the coming school year.

Proficient/Advanced Attendance (96% or higher) and Enrollment

Grade Level	2010-11		2011-12	
	Percent of Students at/above 96%	Number Enrolled	Percent of Students at/above 96%	Number Enrolled
School-wide				

School-wide Monthly Attendance Rates and Revenue Loss

Month	2010-11		2011-12	
	Attendance Rate	Revenue Loss	Attendance Rate	Revenue Loss
Cumulative				

Date reviewed in MyData: _____

-Attendance Trend Assessment Worksheet GUIDE-

Purpose: To assist in locating the data (in MyData system) to complete the Attendance Trend Assessment Worksheet.

Proficient/Advanced Attendance (96% or higher) and Enrollment

Grade Level	2010-11		2011-12	
	Percent of Students at/above 96%	Number Enrolled	Percent of Students at/above 96%	Number Enrolled
	From the Attendance Report section in MyData			
	Tab: Location Comparisons			
	Summarize By: Preferred Location Name			
	Display As: # and % of Students			
	Filters: Preferred location, school year, and grade			
	Extract the information for each grade and school-wide			
School-wide				

School-wide Monthly Attendance Rates and Revenue Loss

Month	2010-11		2011-12	
	Attendance Rate	Revenue Loss	Attendance Rate	Revenue Loss
	From the Attendance Report section in MyData			
	Attendance Rate			
	Tab: Month-Month Comparison			
	Display As: Monthly			
	Filters: Preferred location, school year, and grade			
	*Extract the information for each school year			
	Revenue Loss			
	Tab: Revenue Lost			
	Summarize By: Month			
	Filters: Preferred location, school year, and grade			
Cumulative	**Information for two years is displayed at the bottom*			

-Monthly Attendance Trend Tracking Worksheet-

Purpose: To track attendance achievement, monthly trends and evaluate the effectiveness of strategies and interventions.

Month: _____

Proficient/Advanced Attendance (96% or higher) and Enrollment

	2012-13	
Grade Level	**Percent of Students at/above 96%**	**Number Enrolled**
School-wide		

School-wide Monthly Attendance Rates and Revenue Loss

	2012-13	
Month	**Attendance Rate**	**Revenue Loss**
Cumulative		

Date reviewed in MyData: _____

-Monthly Attendance Trend Tracking Worksheet GUIDE-

Purpose: To assist in locating the data (in MyData system) to complete the Attendance Trend Tracking Worksheet.

Month: _____

Proficient/Advanced Attendance (96% or higher) and Enrollment

Grade Level	2012-13	
	Percent of Students at/above 96%	**Number Enrolled**
	Tab: Location Comparisons **Summarize By:** Preferred Location Name **Display As:** # and % of Students **Filters:** Preferred location, school year, and grade *Extract the information for each grade and school-wide*	
School-wide		

School-wide Monthly Attendance Rates and Revenue Loss

Month	2012-13	
	Attendance Rate	**Revenue Loss**
	Attendance Rate **Tab:** Month-Month Comparison **Display As:** Monthly **Filters:** Preferred location, school year, and grade **Refer to data extract dates* **Revenue Loss** **Tab:** Revenue Lost **Summarize By:** Month **Filters:** Preferred location, school year, and grade **Data Extract Dates*	
Cumulative		

Attendance Reports

Classroom Attendance Percentage by School Month – Elementary ONLY

ISIS Report: Student Monthly Attendance Summary Report
To find the data to calculate a monthly classroom attendance percentage, log on to **ISIS**. Under Reports, select Teacher, then Student Monthly Attendance Summary Report and chose filters.

Here is an example:

Student Monthly Attendance Summary Report (ISIS)

Formula/Instructions	Example (above)
1. Total number of students enrolled in the classroom	9
2. Total Instructional Days	17
3. Total days not enrolled	20
4. Possible Attendance (Total number of students enrolled, multiplied by instructional days, minus days not enrolled)	9 X 17 = 153 153 - 20 = 133
5. Actual Attendance (Days Present)	128

Attendance Percentage Calculation: Actual attendance divided by possible attendance

> *Example:*

$$\frac{\text{Actual Attendance}}{\text{Possible Attendance}} = \frac{128}{133} = 96.24\%$$

Click here for an Excel worksheet where you can calculate and track monthly attendance percentages for classrooms.

Attendance Reports

Classroom Attendance Percentage by Day – Secondary

ISIS Report: Period Attendance for an Educator
To find the data to track daily absences in classrooms, log on to **ISIS.** Select Attendance, then Period Attendance for an Educator (or Class) and click on the staff number.

Note that the current day's attendance information is automatically displayed. You can change the date to view prior school days using the change date dropdown menu (remember to click GO).

Here is an example:

Formula/Instructions	Example (Span SP 1B above)
1. Total number of students enrolled in the classroom (possible attendance)	43
2. Actual Attendance (number of students present *plus number tardy*)	40 + 1 = 41

Attendance Percentage Calculation = Actual attendance divided by possible attendance
Example Span SP 1B (Period 2; Course S052-1):

$$\frac{\text{Actual Attendance}}{\text{Possible Attendance}} = \frac{41}{43} = 93.35\%$$

Click here for an Excel worksheet that will help to calculate and track daily, weekly, and monthly attendance percentages for secondary classrooms.

Attendance Reports

Daily Absence Counts

ISIS Report: Period Attendance for an Educator
To find the data to track daily absences in classrooms, log on to **ISIS.** Select Attendance, then Period Attendance for an Educator (or Class) and click on the staff number.

Note that the current day's attendance information is automatically displayed. You can change the date to view prior school days using the change date dropdown menu (remember to click GO).

Here is an example:

Sample table displaying absence counts by day:

Teacher	M 5/6/2012	T 5/7/2012	W 5/8/2012	Th DATE	Fri DATE	Weekly Absence Count
Best	1	0	1	0	0	2
Good	2	0	1	0	1	4
Amazing	2	1	0	0	0	3
Fair	3	0	1	1	1	6
Daily Total	8	1	3	1	2	15

Click here for an Excel worksheet where you can track and display Daily Absence Counts for Classrooms as shown in the table above.

MyData Quick Reference

All attendance data in the MyData system can be accessed by clicking the **"School"** located on the blue menu bar and selecting **"Attendance"** from the dropdown menu.

Data Inquiry	Application	Data Location
What are your school's **month-to-month attendance trends** (2 year comparison)?	Compare and explore seasonal variations in month-to-month attendance rates for the entire school. The report provides month specific rates and a cumulative rate for the school year.	**Tab:** Month-to-Month Comparisons **Display As:** Monthly Attendance **Filters:** Preferred location and school year Select prior school year
What is your school's approximate amount of **revenue lost** from absences in the past 2 school years?	See the dollar impact of student absences on a month-to-month basis. Revenue lost is a direct calculation from lost instructional days due to absence.	**Tab:** Revenue Lost **Summarize By:** Month **Filters:** Preferred location and school year Select prior school year
What is the percent and number of **students achieving /not achieving proficient/advanced attendance** at your school for the past two years?	Identify the proportions of students that fall into each attendance band within each grade level: *Advanced, Proficient, Basic, Below Basic, and Far Below Basic.*	**Tab:** Location Comparisons **Summarize By:** Preferred Location Name **Display As:** # and % of Students **Filters:** Preferred location and school year *Extract the information for two years:* Select each grade level and school-wide

[Click here to be taken to MyData FAQ.](#)

School and Community Assessment Tools
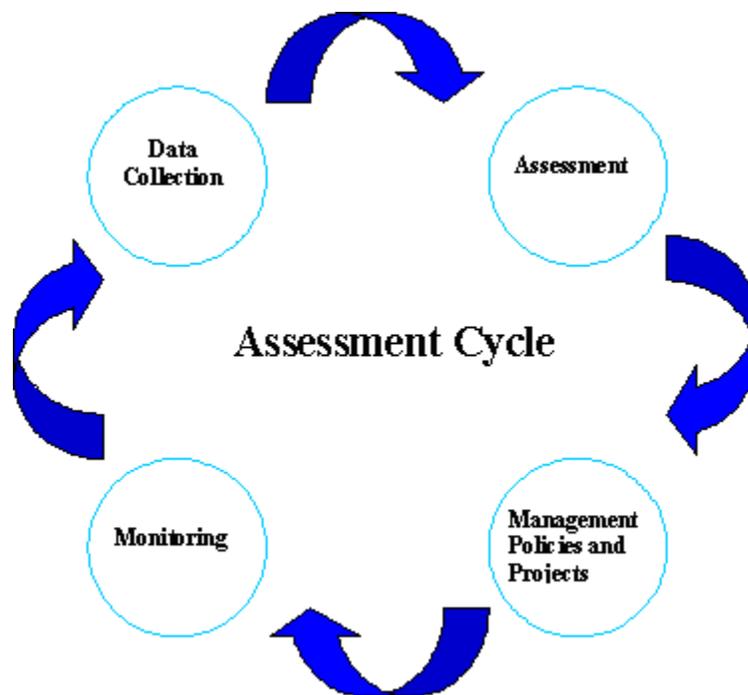
School and Community Assessment Resources

School Data and Assessment

MyData

School Information Branch Data Profiles

School Report Card

School Experience Survey

School Performance Framework

Community Data and Assessment
- o **U.S. Census**
- o **Healthy City**
- o **Zip Skinny**

School Resource List

School Name	
School Address	
School Phone/Fax	

School Contacts		
	NAME	**Telephone Extension**
Principal		
Assistant Principal		
Assistant Principal		
AP, EIS		
AP, SCS		
AP, SSS		
Special Education		
School Administrative Assistant (SAA)		
Attendance Clerk(s)		
Computer Operator		
Cafeteria Manager		
Plant Manager		
Support Staff	**NAME**	**Scheduled Days/Extension**
Pupil Services and Attendance Counselor		
Diploma Project Counselor		
School Psychologist		
Psychiatric Social Worker		
School Nurse		
Academic Counselor		
Academic Counselor		
Academic Counselor		
Academic Counselor		
Dean		
Dean		
Impact Coordinator		
Healthy Start Coordinator		
On-Site Counseling Agency		
Lead Counseling Agency		
Speech Pathologist		
Other		

Community Resource List

School: _____

Agency/Organization (name, address, phone number)	Contact Person (name, title)	Services (available services)	Special Notes (hours of operation, service qualifications, etc.)	Distance (distance from school)

Month Specific Attendance Themes and Strategies

Month Specific Themes and Strategies

AUGUST

1. Form an attendance team and review prior year's data [click here to access the **Attendance & Dropout Prevention Plan Guide and Template**] and incentive ideas.
2. Create publications delineating attendance expectations (newsletters, brochures and posters) and post at all entrances, exits and common areas throughout the school.
3. Prepare an attendance bulletin board (highlight class, individual and staff attendance success. Show how your school compares to neighboring schools regarding attendance. Document your desired attendance goal based on performance meter data).
4. Outline incentive ideas for the school year. Recruit parents and staff to assist with the implementation of incentives.
5. Provide students with attendance notifications informing him/her of the attendance band they are currently in. Send a copy of the notification to parents.

SEPTEMBER

Elementary

1. Calendar check-in at home **(click here for calendar template):**
   a. Send home a calendar where the parent is reminded of the 96% in attendance goal for the year and where the parent marks in it every day the student attends school. The parent then returns at the end of each month for a chance to win a price in the monthly raffle.
   b. Sign-in Song: Every morning have students participate in a morning attendance song (Tune by Frere Jacques, "Are You Sleeping") by table. When their respective table number is called the students will say how many students are present on that day from their table. Students will also include the number of students who are absent. Lyrics: Teacher: "Where is table 1, Where is table 1?" Students at table 1: "We are here, we are here;" "All of us are present, nobody is absent, we are six." If a student is absent then the song changes to, "Some of us are present, one person is absent, we are five, we are five."

Secondary

1. Introduce a technology-based project during the first month of school.
2. Have students create a commercial /infomercial about school attendance or products (stop watch, alarm clock, cell phone) that will improve student attendance. Start by leading a 9th grade class discussion about the characteristics of commercials/infomercials that are particularly memorable to viewers (jingles, great tag lines, strong images, etc.). In addition you create a "sample commercial" to serve as a model for students.
3. Have students create a five-minute video biography. Try to have students include details about their early childhood years, life at home, hobbies, interests, and lifelong goals they can achieve through daily school attendance.
4. Use these party favors to send positive messages to students on the first day of school. For each student, fill a resealable plastic bag with the following objects: an eraser, to signify that it's okay to make mistakes; a small plastic gem that means each one of us is valuable; a little pack of Smarties candies to show there are many different kinds of "smart"; a stick of gum so we all stick together; a star (sticker or bead) because we always shine and do our best; and a

heart (sticker or bead) to show your 9th grade classroom is a safe and caring place to be present every day. Hold up the objects one at a time and reveal their hidden meanings.

OCTOBER
Social Media Tools that Enhance Attendance Improvement Efforts

STUDENTS
a) www.collaborizeclassroom.com
b) www.twitter.com
c) www.xtranormal.com
d) www.pollanywhere.com

PARENTS
a) http://cel.ly/school
b) www.animoto.com
c) www.facebook.com

STAFF
a) http://i1.studyhallapp.com
b) www.edu.glogster.com
c) www.voicethread.com

NOVEMBER
1. Meet with ADP team to analyze school-wide & grade specific attendance trends (prior year & current year) and incentive ideas/activities.
2. Create, Implement, and/or support an activity that addresses school climate that is consistent with the theme for this month.
3. Plan an incentive to implement on Wednesday, the day before the Thanksgiving break.

DECEMBER
1. Send a Blackboard Connect message to students who have maintained 96% and above attendance to date.
2. Weekly PA announcement recognizing the class with the highest attendance (from current/previous week)
3. Highlight the teacher(s) with the highest class attendance, lowest attendance discrepancy rate or highest attendance submittal rate in the school bulletin/newsletter.
4. Post class/grade level attendance data in three common areas on campus (cafeteria, front gate, main corridor, etc.)
5. Provide teachers with one attendance lesson plan to teach or facilitate an attendance lesson to grade level classes.

Prevention
1. Provide parents with a brochure (disburse before & after school) that provides community resources: mental health, medical/dental, winter camps, meal assistance, etc.
2. Plan an activity that will bring parents to your school on the last day before winter break (awards assembly, holiday program, parent raffle, etc.)
3. Offer incentive "door busters" to the first 10 (target grade level) students who arrive at school/class during the last week of school.
4. Plan, promote and implement "A Day Without an Absence" campaign for the first week of school after winter break.

Intervention
1. Invite community organizations (asthma mobile, CA dept of public health to present to students and parents.
2. Invite parents of FBB and BB students to participate in a focus group to identify barriers to attendance. Invite community partners to participate and provide incentives to increase participation and attendance.
3. Feature students who have the "Most Improved" attendance (on the teacher's/school door) on a weekly basis.
4. Provide parents of students with improved attendance with weekly attendance updates and "Thank You for Improving Your Child's Attendance" note from the principal.

Theme Ideas for December
➢ Celebrating A Season of Good Attendance
➢ Giving the Gift of Attendance
➢ On the 1st Day of Attendance my AIC Gave to Me…
➢ Stuffing Our Stockings With Good Attendance
➢ Good Attendance is Coming to Town
➢ Deck the Halls with Perfect Attendance

JANUARY
1. Implement activities that address school climate:
   • *http://www.tolerance.org/activity/examining-your-schools-climate*
   • *http://www.tolerance.org/mix-it-up/activity*
   • *http://www.tolerance.org/activities*
   • *http://www.schoolcounselor.org/files/school%20climate.pdf (pgs. 11-12; 20; 24-26)*

Suggested Activities
• Create a "Dream Wall" and have students and teachers post their dreams.
• "If I Were MLK Day" Have students come dressed like a person who was instrumental to the civil rights era and offer prizes/contests for participants. Have students identify the core beliefs of Dr. MLK and have students practice that trait throughout that day/week.
• Disburse, collect, record and share the results of the "School Climate" survey.
• Conduct a "Town Hall" meeting with students in the Below & Far Below Basic attendance bands and brainstorm the barriers to good attendance and create solutions/alternatives.

- "March to School with a Friend Day". Hold a contest for the student(s) who can influence the most students to come to school and/or get to class on time.

Teaching School Climate:
- Collaborate with support staff to create & implement weekly activities that focus on one of the 40 developmental assets each week.
- Partner with other support staff to launch a "Bucket Filling" campaign.

Suggested Activities
- Create bucket cut-outs and place on classroom doors. Students can place kind words or thanks in the bucket for their teachers. Students can tape the same cut-out at their desks or on their notebooks for others to fill their buckets.
- Random Acts of Kindness Campaign~ students will be challenged to perform a specified number of RAK and will be awarded a ticket for doing so for a raffle/award of some kind.
- Sponsor a bully prevention activity. One example would be to have a "backwards day" where students wear clothing backwards to "Turn their Backs to Bullying".
- Facilitate "No Yelling Week" which focuses on speaking kindly to others and teaches effective communication strategies and anger management (great activity for teachers too).
- "Star Student/Teacher/Parent of the Month". Create a display and place on the classroom door or hallway bulletin board that recognizes improved attendance, parent volunteers or teacher volunteers.
- "Trusted Adult" certificates. Trusted Adult certificates are stored in a central location for students to receive and give to teachers/staff whom they consider a "Trusted Adult". Staff will display the certificates in their classrooms/offices to promote awareness of "Trusted Adults" on campus.

FEBRUARY
Prevention
1. Launch an "Ambassadors of Attendance" campaign in conjunction with President's Day.
2. Solicit help from students or student government members to promote an Attendance Campaign Poster/Video Contest.
3. Work with students to create an Attendance Public Announcement Address
4. Launch a "Wake-Up Wednesdays" (or date of your choice) wakeup call via Blackboard Connect offer door prizes/bonus points to students who arrive on time

Intervention
1. Send weekly attendance letters to absent students. The letter will read, "These are the things that I missed during my absence." Collaborate with kinder teachers for this information.
2. Send a monthly attendance notification to proficient and advanced students that reads, "These are the things that I've learned because I attended school."
3. Facilitate parent trainings and/or guest speakers based on "Needs Assessment"

New Semester Activities
1. Be sure to check your school's finals schedule!
2. If there are days where students are not taking final exams, propose to teachers and staff to offer those days as "Make-Up" days. Students will be allowed to use this time to complete make-up work and assignments during class time to improve their chances of passing their classes.
3. Conduct an end of the semester assembly recognizing students with Proficient/Advanced/Improved attendance.
4. Develop a mini-Student Recovery Day at the beginning of the semester for students who have not returned from first semester or who have become inactive or have excessive absences (collaborate with other school-based staff).

MARCH
Student Engagement Activities

Elementary
1. Students who are first to arrive for school are given an opportunity to lead (with teacher's assistance) circle time.
2. Parent and me welcoming team. Each student and their parent will volunteer one day per month to stand at the kinder gate and welcome parents and students as each enters. You can give each team matching smocks, necklaces, etc. that identifies them as the "greeter" for the morning. You can also have the parent and student provide attendance information at this time.
3. What I Learned Today/This Week Display. Create a display near the kinder entrance that features a project or description of what students learned for the day/the week. Students in attendance are allowed to post a representation of something they learned on the board.

Secondary
1. Utilize student government or homeroom representatives to survey students regarding programs they would like to see in their school.
2. Create "student attendance improvement teams" to assist with the attendance improvement campaign. (Use students from each of the bands and change teams bi-monthly).
3. Arrange attendance service activities for students with chronic tardies. Such activities will include disseminating attendance brochures, updating bulletin boards, designing attendance posters, etc.
4. Have students assist and participate in focus groups. Invite college students, former non-grads, business owners to speak with targeted groups about their high-school experiences, attendance and life after high school.
5. Create a column in the school newspaper or on the school website where students can write about their obstacles to attendance and how they plan to overcome them.

Student Attendance Resources
✓ *http://www.theattendancechallenge.co.uk/salford/resources.html*
✓ *http://www.attendanceworks.org/tools/assessments/*
✓ *http://pupilservices.lausd.net*

- ✓ *http://www.childtrends.org/LINKS*
- ✓ *www.getschooled.com*

Teaching Attendance

Elementary

1. Invite the school mascot to visit classes one day per week/month (preferably on a day when attendance trends are low) and take attendance.
2. Have students engage in a morning attendance song every day when they arrive.
3. Create a calendar display that features the number of days of attendance each student currently has. Have the students increase the number every day they are present.

Secondary

1. Have students complete an Individual Student Attendance Action Plan
2. Create large attendance posters throughout the school that features one attendance fact weekly.

Educators Teaching Attendance (Elementary)

1. Have morning/beginning of class routines that focus on attendance and accountability.
2. Display class/individual attendance charts in class for students to review daily.
3. Create class routines for students who are absent (absent folder that will include work from previous days, class notes, etc.) that will make the student's transition back to school less complicated/stressful.

Community Collaboration Activities

• Have local businesses support schools by refusing service to students during school hours and contacting the school to inform them about loitering students. Provide local businesses with signs that read, "If You're Skipping School, Skip This Business."

• Encourage local businesses to create good work experience programs.

• Ask local business owners to participate in "mock" interviews and employment workshops with students.

• Enlist popular hosts and disc jockeys of popular children's/teen programs to act as speakers at school assemblies.

Parent Activities (Elementary)

✓ Create opportunities for families to connect and discuss how they can assist one another (student pick-up/drop-off, translation assistance) in times of need/emergency.

✓ Help parents identify extra-curricular activities that are available in the community that will encourage their kids to be more involved in school.

✓ Offer "Parent and Me" workshops. During these workshops parents will learn and practice techniques to assist their child in learning key math and reading concepts.

Parent Activities (Secondary)

✓ Offer "homework help" classes for parents. This workshop will provide parents with useful tools, resources and tips for assisting their student with homework.

- ✓ Invite parents to come and share their school experiences with students during targeted group sessions.
- ✓ Form parent teams to welcome parents of incoming freshman. Have the team parents participate in school tours and new parent assemblies.

MARCH
Theme Ideas
- ➢ "MARCH attendance MADNESS"
- ➢ "MARCH into 96% Attendance"
- ➢ "Spring into Excellent Attendance"
- ➢ "Celebrate Pi Day" on 3/14 (activities include pie eating contests, measuring the diameter and circumference of round objects to calculate Pi and other games related to circles)
- ➢ "Go Green" for Attendance
- ➢ "You're Solid Gold"
- ➢ "We Treasure 96%"

APRIL
Considerations for the month of April
- ✓ Sustaining attendance improvement by providing tailored interventions and incentives.
- ✓ Increasing attendance awareness by implementing strategies/activities that are parallel to existing school-wide initiatives.

Ideas for Students by Attendance Bands (Elementary)

Proficient & Advanced:
- • Perfect Attendance Day~ Monthly/quarterly students will be rewarded with a day that celebrates their attendance. Suggested activities include a visit from a super hero/ school mascot; an exclusive lunchtime activity; puppet show; perfect attendance balloon; exclusive school supplies and special privileges (exclusive lunch table, chair or front of the line pass).
- • Exclusive story time monthly and free paperback book.
- • Attendance coupons are awarded daily for students with perfect attendance to redeem for prizes at the end of each week.
- • Student of the Month for Attendance (a special poster is created featuring a student who has maintained perfect attendance over the course of the school year and placed on the teacher's door or the main office door).

Basic:
- • 10-Day Attendance Challenge. Students receive an award/reward for every 10 consecutive days without an absence. Parents receive a positive note/letter from the principal.
- • "Improve the School" parent focus groups. Parents receive the opportunity to discuss the barriers of good attendance and provide constructive feedback to schools for improvement.
- • Parent-teacher-student after school ice cream socials about learning.
- • Absence notes home with attached work that was missed.
- • Parent & Student Attendance Pledges

Below Basic:
- "Give Me 5" Attendance Challenge. Create a cut-out of the student's hand and adhere to the student's desk. Every day the student is present the student will color one finger. A prize that has been selected by the child will be given on the 5th day of attendance.
- Meet with the parent and complete an attendance plan with a monthly goal. Include a list of resources for the family and create a plan for follow-up (telephonic, written, or in-person).
- Provide positive recognitions (weekly attendance goal progress reports; parent thank-you notes; most improved recognitions; class kudos and parent incentives.

Far Below Basic:

Daily
- Check-In with student and give "High 5" for attendance.
- Send a positive note home with a progress report informing parent about the incentive for the week.
- Include information about the lessons from the day/what the child learned in class.

Weekly
- Present student with weekly prize for attendance (extend the goal from weekly to bi-weekly after the 4th week).
- Send home incentive information for the following week. Include a tip for attendance success for the parent (routines, resources, etc.)

Monthly
- Parent /student homework hour. Parents receive assistance from teachers on reinforcing school lessons.
- Parent support groups
- "Most Improved" recognition for parents.
- Coffee and Conversation with the Principal.

Far Below Basic

Intervention/Follow-Up
- Consistent plan for follow-up (pick a day during the week when parents can anticipate communication from you/teacher).
- Utilize the 4:1 method (four positives for every 1 corrective) when communicating successes and challenges.
- Contact the parent (not voicemail) when the student is absent.

Ideas for Students by Attendance Bands (Secondary)

Proficient & Advanced:
- Invite students to create Public Service Announcements for Attendance Awareness
- Create a blog about the importance of attendance
- Feature students with proficient attendance in the school newspaper.
- Feature students with perfect attendance on the school website (embed a link that lists students with perfect attendance for the month).

Basic:
- Have students participate in "Improve This School" focus group. Students will address school concerns and brainstorm solutions. Utilize "School Climate" Surveys for this activity.
- 4-part workshop that covers the following topics: Solving Everyday Problems I & II (see attachment); Jobs, Careers and Interviewing; and Wrapping Up and Moving Forward (Goal Setting and Progress Monitoring)
- Conduct weekly check-in activities where students provide a "daily" teacher log showing attendance. Students will receive an incentive for "checking-in."

Below and Far Below Basic:
- Have students complete a "needs assessment," graduation and attendance plan (include mini goals).
- Provide small group learning opportunities monthly.
- Enlist assistance from community outreach programs and invite each to host interventions on campus (check with administration regarding MOU's).
  - http://www.lasuperiorcourt.org/outreach/ui/
  - http://dcfs.lacounty.gov/edu/freetutoring/tutoringbycity.html
- Host quarterly family festivals for students and their families who have met attendance goals.
- Send letters of recognition for improved attendance to students and parents every 5 days (or consistent with current goal).
- Pair student with a campus teacher to provide individualized homework instruction. A similar intervention is known as "Campus Parent" or "Surrogate Advocate" in which a campus teacher assists students with homework, provides daily check-in/check-out services and monitors the student's grades.

MAY

Celebrating Attendance Ideas
1. Create the Attendance Hall of Fame for students who maintain Perfect Attendance for the semester/school year. This Hall of Fame can be in the form of a plaque, awards case or mural.
2. Reading Recognitions~ Give students a book with a significant message that chronicles their attendance achievement. Might I suggest calling the Doctor (Seuss, that is!)? Did I Ever Tell You How Lucky You Are? or Oh, The Places You'll Go! And what about, "The Little Engine That Could"? There is no better way to tell someone, "I think you can, I think you can, I think you can…"
3. Recognizing Mom~ Give students with improved, proficient and/or advanced attendance the R.O.S.E. Award (Recognition of Superior Effort). Students will be presented with a certificate and a rose for their mom.
4. Balloon Surprise~ provide a Mylar balloon (in the shape of a star or inscribed with a special message) to students meeting attendance goals.
5. "Hats Off To…"~ Cut top hats out of paper and award them to teachers who have supported the attendance improvement program.
6. *The Link Award:* provide administrators, staff members and parents with a link to a chain (paper can be used as a substitute) that includes the person's name and inscription that reads, "I am An Important Link to Improving Student Attendance."

Preparations for New Students
- ✓ Provide a health fair that offers the required immunizations and health screens for school admittance.
- ✓ Identify students in feeder schools by attendance bands and provide a host of services and transitional activities (new student picnic, teacher meet and greet, new student fun day).
- ✓ Host a freshman activities fair where students can sign up for school clubs, teams and extra-curricular activities.
- ✓ Have current ninth grade students create a handbook or video diary for incoming freshman to follow.
- ✓ Organize a new student tour and corresponding activities.

Incentive Ideas
- ➢ Host a summer job fair for eligible students. Provide a letter of recommendation for students who achieve proficient/advanced attendance for the month, semester or year.
- ➢ Give all students who are present on the 175th day or the last day of school a "Super Ball" (large playground ball) as a reminder that they are Super.
- ➢ "Cute As A Button" incentive. Reward parents with a button with their child's picture and the phrase of your choice (Ex: "I'm one day smarter because I have good attendance").

Letter and Memo Templates

INTRODUCTION/POLICY LETTER/MEMORANDUM [INSERT LETTERHEAD]
Click here to be taken to this letter template in Word (English and Spanish available).

[INSERT DATE]

Dear _____,

Welcome to a new school year! The LAUSD Performance Meter Goal is for 71% of students to maintain Proficient/Advanced attendance this school year. Proficient/Advanced attendance (96% or higher) means missing no more than one day for every 25 days of instruction, and having no more than 7 TOTAL absences in the school year.

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences

More likely to achieve at grade level and graduate

Last year, our school achieved the following rates of Proficient/Advanced (96% or higher) Attendance:

XX School 2011-12 School Year		
Grade Level	**Above 96%**	**Number of Students**
School-wide		

As a school community, our goal is to increase the percentage of students achieving at/above 96% or higher attendance to 71% this school year.

To meet this goal, the following strategies and activities are being implemented this school year:
1. Incentive programs [SAMPLE BELOW]
    a. 96% Club recognition
    b. Incentives for classes with the highest attendance
    c. Parent meeting for students below 96%
2. Monthly data tracking and sharing
3. Parent Engagement activities and recognition for 96% or higher attendance

Your participation and support will be critical to improving attendance at our school. For more information or to get involved, please contact _____ at _____.

WE WANT ALL STUDENTS TO SUCCEED, BUT WE NEED YOUR SUPPORT!!

Approved by: _____, Principal

ATTENDANCE NOTIFICATION LETTER

Click here to be taken to this letter template in Word (English and Spanish available).

[INSERT DATE]

Dear Parent/Guardian of: XXXXXXXXXXXXXX

The [INSERT] Instructional Day is [DATE]. On this day, all students who have been enrolled since the first day of school and have **_____ or FEWER absences** will be recognized for having Proficient/Advanced attendance. We will celebrate the [INSERT] of instruction with various activities for students who are achieving the goal and/or maintain Perfect Attendance from today until [INSERT DATE].

Don't let your child miss out! Send your child to school every day!

**As of today, your child, [INSERT Student Name] has
an attendance rate of [INSERT%] with [INSERT ##] absences.**

All students should have 96% or higher attendance throughout the school year. The table below explains in detail how this can be achieved.

MAINTAINING PROFICIENT/ADVANCED ATTENDANCE		
Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION		
INSTRUCTIONAL DAY	**ON THIS DATE…**	**THE FOLLOWING # OF ABSENCES IS ALLOWABLE**
25	September 20	0-1 day
50	October 26	0-2 days
75	December 10	0-3 days
100	February 5	0-4 days
125	March 13	0-5 days
150	April 25	0-6 days
175	May 31	0-7 days

If your child has already exceeded 7 absences, please speak to [INSERT NAME] at [INSERT PHONE #]. It is important to prevent further disruption to your child's learning.

We look forward to continuing our partnership with you!

Sincerely,

Counselor Name/Title

Approved by: _____, Principal

Attendance Improvement Program, Pupil Services   33

EXCESSIVE ABSENCE LETTER [INSERT LETTERHEAD]

Click here to be taken to this letter template in Word (English and Spanish available).

[INSERT DATE]

Dear [Grade Level] Parent/Guardian:

You are receiving this letter because your child has excessive excused or unexcused absences.

Please remember the LAUSD goal for all students is to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the entire school year. Proficient/Advanced attendance is directly tied to student achievement. Understand that your child is <u>NOT</u> meeting the 96% attendance goal and has already <u>accumulated more than 7 absences</u>. At this time, your child is at serious risk of falling behind.

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences
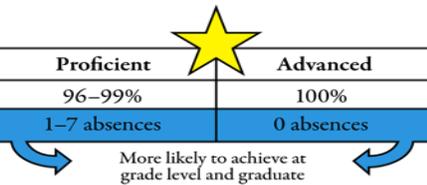
More likely to achieve at grade level and graduate

A review of our records shows that your child, [Student Name]:

- **Has an attendance rate of _____%.**
- **Has accumulated _____ absences.**

All students are expected to attend school every day, on time. According to the California Education Code, "each person between the ages of 6 to18 years not exempted is subject to compulsory full-time education. Any student who is absent from school without valid excuse on three occasions, or tardy for more than 30 minutes in a school day on three occasions in one school year, is a **truant** and will be reported to the attendance supervisor or the superintendent of the school district."

We understand that [Grade Level] can be a challenging transitional year. The following programs are available to support you and your child:

[INSERT Examples]:

♦ Tutoring Program	♦ Academic Counselors
♦ Afterschool Programs	♦ Parent Center workshops

We strongly encourage you to seek assistance. Please contact _____ at _____ .

WE WANT YOUR CHILD TO SUCCEED, BUT WE NEED YOUR SUPPORT!!

Sincerely,

Principal

MISSING SCHOOL AFFECTS STUDENT ACADEMIC PERFORMANCE.
It takes an average of **three days** for a student to catch up **for each day of school missed**.

[INSERT DATE]

Dear Parent/Guardian of_____,

We want every child at our school to succeed. Each day that a student misses school, s/he miss critical instructional time.   We are committed to assisting all students achieve Proficient/Advanced attendance, missing no more than 7 days in a school year. We ask you as the parent/guardian, to assist your child in reaching this goal. Your child currently has [INSERT#] absences.

As you make plans for the upcoming [holiday/break], we would like to remind you of our attendance policy and state laws regarding attendance.

According to the California Education Code, students may be excused from school for the following reasons:
1) Illness, verified by a doctor or school nurse;
2) Medical appointments, verified with a note from the dentist or doctor;
3) Quarantine in the home, verified by the health department;
4) Funeral, death of an immediate family member (one day within the State, three days out of State);
5) Court Appearance when the student's name is on the subpoena;
6) Religious holiday/retreat/ceremony (max 4 hours per semester or with prior written consent).

The upcoming [holiday/vacation] will be from [vacation dates]. All students will RETURN ON [DATE OF RETURN]. Any absences on the days before or after this scheduled holiday must be verified and may be marked as UNEXCUSED.

Please schedule all family vacations and appointments during non-school days/hours so that your child does not lose out on valuable instructional time. Support your child's academic growth by ensuring s/he is in school every day and on time. If you have any questions, please call _____ at _____.

Sincerely,

Principal

DATA SHARING MEMORANDUM TEMPLATE/SAMPLE

Click here to be taken to this template in Word.

[INSERT DATE]

TO: Faculty and Staff

FROM:

SUBJECT: MONTHLY ATTENDANCE UPDATE AND REMINDERS

Current [Grade Level] Attendance Achievement

	Far Below Basic Less than 87%	Below Basic 87-91%	Basic 92-95%	Proficient 96-97%	Advanced 100%
[Grade Level]	% (# students)	% (# students)	% (# students)	% (# students)	% (# students)
School-wide	% (# students)	% (# students)	% (# students)	% (# students)	% (# students)

Performance Meter Goal (2012-13): 71% of students achieving Proficient/Advanced Attendance
Proficient/Advanced Attendance (96% or higher) is maintained by having no more than 1 absence for every 25 days of instruction (maximum of 7 absences in 180 day school year).

EXAMPLE [INSERT KEY DATA HERE]:
[Grade Level]: Monthly Classroom* Attendance Rates

School Month	1	2	3	4	5	6	7	8	9	10
Teacher A										
Teacher B										

*By classroom, advisory, SLC, etc.

Announcements for [MONTH]

Reminders/Alerts
- Upcoming holiday on <<holiday name>>
- Changing weather increases absences

Attendance Activities/Events
- 96% Club recognition
- Classroom incentives for classes with the highest attendance
- Parent meeting for students below 96%

Attendance Tips
- Contact the parent/guardian to discuss student's attendance on 5 week progress report
- Inquire about student absences and tardies
- Encourage students to come to school every day

Approved by: _____, Principal

-SAMPLE MONTHLY ATTENDANCE NEWSLETTER-

Click on the image to be taken to the Microsoft Word template.

Incentive Ideas

Attendance Incentive Ideas for Students, Elementary

MONTHLY	
Incentives / Recognition	**Reports/Tools**
STUDENTS — <u>Classroom Goal/Competition</u> Use Apple Tree template to track class attendance. Fill in one apple each day that all students are present in the class. Once the apple tree is full, reward the students with a class prize or party.	Apple Tree Description/Template
<u>Classroom Competition</u> Have classrooms compete for best attendance rate each month. Award or recognize the class with the highest attendance rate each month.	ISIS Attendance Classroom Report
<u>Bulletin Board Recognition</u> Post pictures or names of students /classrooms with 100% attendance, most improved, or 96% and above on a bulletin board to recognize their achievements.	MyData Extract
<u>Individual Recognition</u> Hold an assembly to acknowledge individual students with perfect attendance for specified month. Present certificate of recognition and/or a certificate to be redeemed at a local eatery.	ISIS Attendance Report Student Certificates
<u>Individual Award</u> Award students a monthly "Treat With the Principal" for perfect/most improved attendance for that particular month	Treat With the Principal Description ISIS Attendance Incentive Report

WEEKLY	
Incentives / Recognition	**Reports/Tools**
STUDENTS — <u>Classroom Competition</u> Utilize Fish Bowl template to track the class attendance for the week. Each day that all students are present in the class, add/color a fish to the bowl. Once the bowl is full, reward the class.	Fishbowl Description/Template
<u>Individual Student Recognition</u> Recognize students on a weekly basis utilizing High Five Club. Students who have attended the full five days of the school week receive an award/recognition.	High Five Description/Template
<u>Individual Student Recognition</u> Provide weekly congratulatory notices/phone calls to parents.	Notification Letter / Blackboard Connect

# Attendance Incentive Ideas for Students, Elementary

DAILY	
Incentives / Recognition	**Reports/Tools**
STUDENTS	
Positive Recognition • Teacher/school staff can give daily compliments to students/classrooms. • Principal can announce over the PA the classroom with perfect attendance for that day.	ISIS Classroom Attendance
Daily Chance Every day that a student is present, they are entered into a drawing. Each week a name is drawn for a "Homework Pass" or "Lunch Line Pass."	Homework Pass/Lunch Line Pass
Random Recognition Teacher/Administrator randomly gives tickets to those students recognizing that they were at school and/or on-time.	Caught HERE Today Tickets Template

TARGETED TIME PERIODS	
Incentives / Recognition	**Reports/Tools**
STUDENTS	
Targeted Recognition "King/Queen Friday's" to help increase attendance on a specific day. For example, low attendance days tend to fall on Fridays and Mondays.	Refer to King/Queen Friday Incentive Description
Random Drawing Opportunity Identify low attendance days. On these days, draw names of students that are present for a reward/prize. For example, a school may choose to conduct drawings on Mondays to increase student attendance.	Students are only eligible to participate in the raffle if they are present the day of the drawing. Refer to Monday Raffle Incentive Description
Holiday / Extended Vacation Incentive Provide rewards or plan special events the day before or returning from vacation.	School Calendar

# Attendance Incentive Ideas for Parents and Teachers, Elementary

TARGETED TIME PERIODS	
Incentives / Recognition	**Reports/Tools**
PARENTS <u>Most Improved Recognition</u> Recognize parents for bringing their child to school on-time and/or meeting his/her personal improvement goal.	Certificate/Letter Template
<u>Personal Recognition</u> Set aside some time each week to make phone calls to parents whose students have improved attendance.	ISIS Report Extract: Classroom Attendance Totals by Date Range
TEACHERS <u>Teacher Appreciation</u> Provide teachers with a certificate acknowledging their hard work for having: • The Highest Attendance Rate in their grade/ school • The most improved attendance. Utilize donations from local businesses to reward teachers. Post a picture of the classroom(s) with the highest monthly attendance rate.	ISIS Classroom Attendance Percentage Certificates Camera

Incentive Samples and Templates
Click on the image to be taken to the template.

Caught HERE Today

Signed   Date

Caught HERE Today

Signed   Date

Caught HERE Today

Signed   Date

Caught HERE Today

Signed   Date

Caught HERE Today

Signed   Date

Caught HERE Today

Signed   Date

Incentive Samples and Templates

Click on the image to be taken to the template.

Lunch Line Pass

Signed   Date

Homework Pass

HOMEWORK

Signed   Date
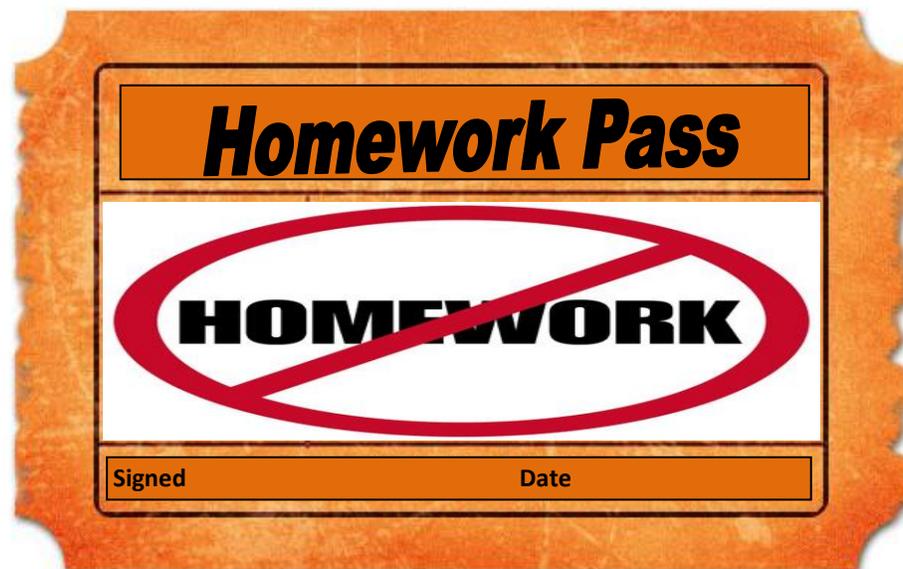
STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Treat with the Principal

TARGET POPULATION: K-5

OBJECTIVE: To improve individual student attendance

SUPPLIES OR MATERIALS NEEDED:
1. Treats (ice cream, cookies & milk, popcorn).
2. For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATED COST: Cost of treats
Get local eateries to donate cookies/popcorn
Try asking cafeteria manager for milk

REWARD PERIOD: Monthly

DESCRIPTION OF THE PROGRAM:
Step 1: Monthly ISIS extract to see who had perfect attendance for that month.

Step 2: Students with perfect attendance for the month will receive a ticket for admission to have a "treat" with the principal the last 15 minutes of school.

FORMS NEEDED: None

STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Perfect Attendance Apple Tree

TARGET POPULATION: K-5

OBJECTIVE: To improve classroom attendance

SUPPLIES OR MATERIALS NEEDED:
1. Apple Tree worksheet attachment
2. Apple Stickers or you can also color in the Apples
3. Mystery prizes for each student in the class
4. For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATED COST: None

REWARD PERIOD: Every 25-days or less (depending on how many apples you put on the tree)
Each day a class has perfect attendance they may place an apple sticker (color in an apple) on their tree. On rainy days the class places two stickers (colors in 2 apples). Once the class has completely filled their tree with all apples, each student will receive their first mystery prize. Repeat the process.

DESCRIPTION OF THE PROGRAM:
Step 1: Revise Perfect Attendance Tree to reflect each teacher, track, and grade. Laminate and if possible blow up poster Size

Step 2: Distribute Perfect Attendance Tree and the apple stickers to each teacher. Ask the teacher to post the tree in a visible location.

Step 3: Motivate students by telling them about the great prizes in the morning assembly or overhead speaker.

FORMS NEEDED: Sample Apple Tree worksheet attachment

The Perfect Attendance Apple Tree
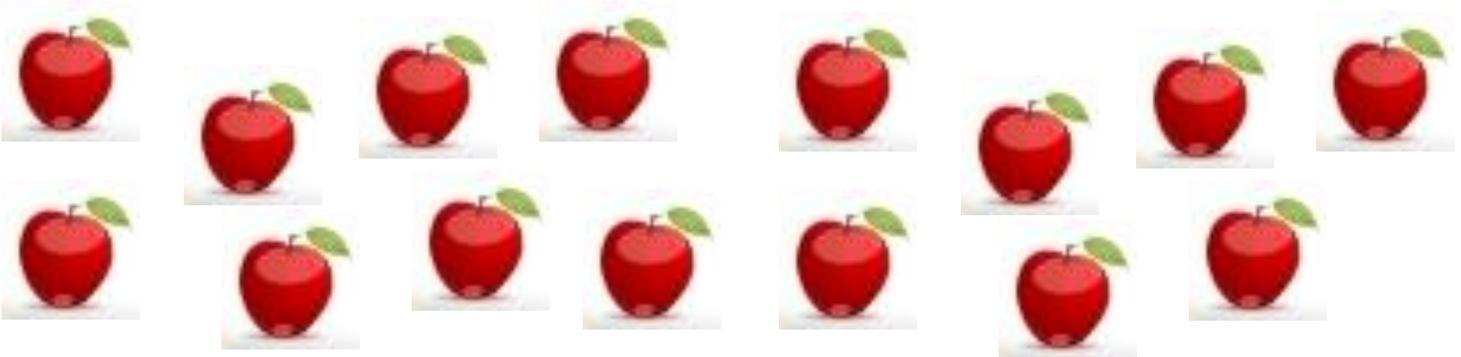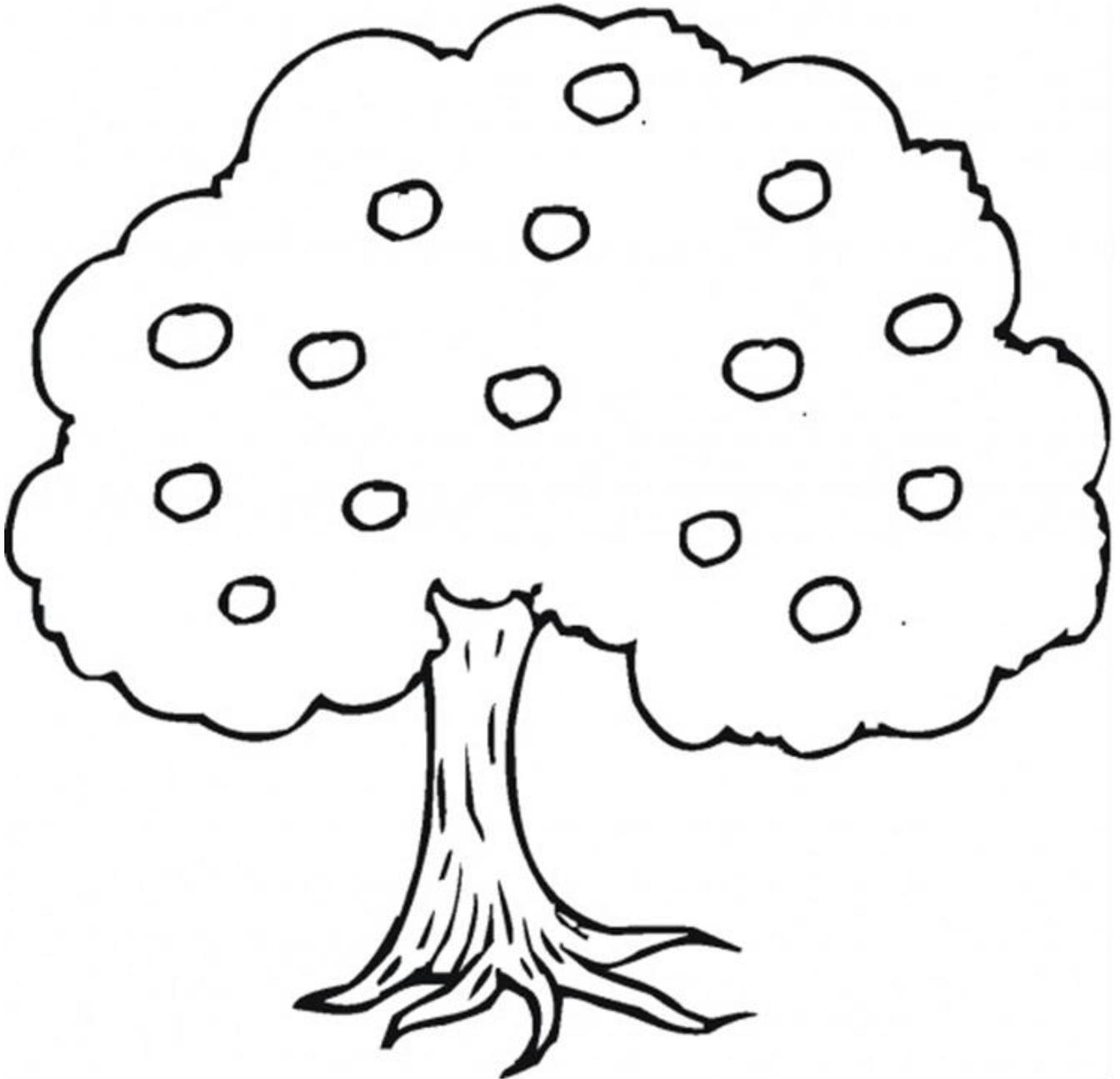
STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Fish Bowl

TARGET POPULATION: K-5

OBJECTIVE: To improve classroom attendance

SUPPLIES OR MATERIALS NEEDED:
1. Fish Bowl worksheet attachment
2. You can color in the Fish
3. Mystery prizes for each student in the class
4. For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATED COST: None

REWARD PERIOD: Every 5 days of perfect attendance.

Each day a class has perfect attendance they may color in a fish in the bowl. On rainy days the class colors in 2 fish. Once the class has completely colored in all the fish in the bowl, each student will receive their first mystery prize. Repeat the process.

DESCRIPTION OF THE PROGRAM:
Step 1:
Distribute Perfect Attendance Fish Bowl worksheet to each teacher. Ask the teacher to post the worksheet in a visible location.

Step 3:
Motivate students by telling them about the great prizes in the morning assembly or overhead speaker.

FORMS NEEDED:
Sample Fish Bowl worksheet attachment

Perfect Attendance Fish Bowl
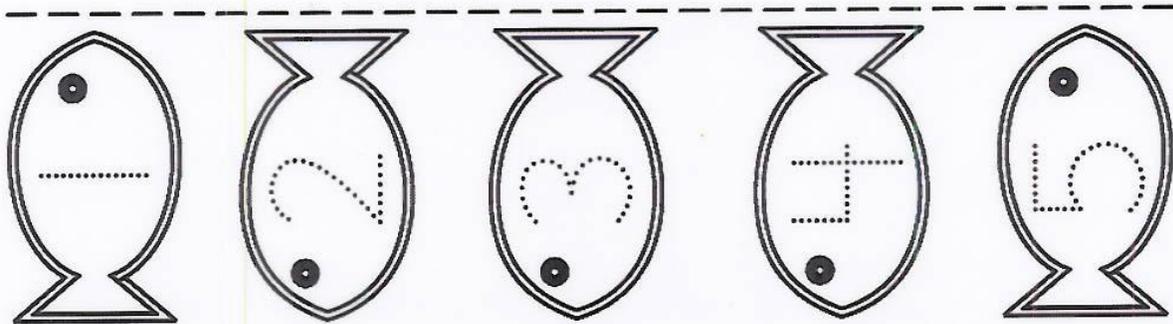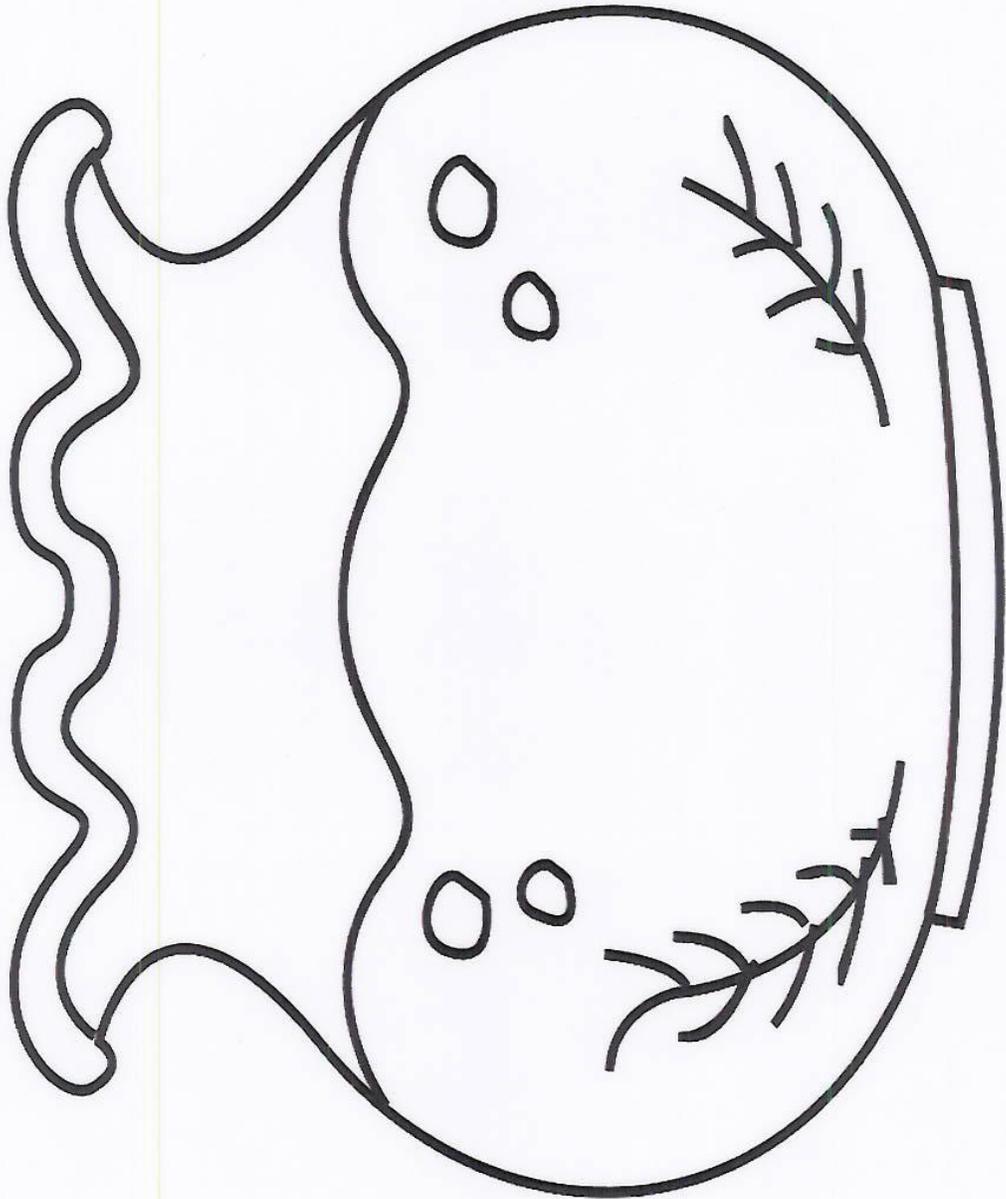
STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE:　　　　　High 5 Club

TARGET POPULATION:　　K-5

OBJECTIVE:　　　　　　To improve individual daily/weekly attendance

SUPPLIES OR MATERIALS NEEDED:
1. Badges (4 to 5' in diameter) with High 5 Club Printed on them (See attachment).
2. Safety pin to pin the badges on the shirts of the student or use a lanyard made of yarn to hand the badge on the student's neck.
3. For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATED COST:
Cost of safety pins or yarn.

REWARD PERIOD: Weekly

Badges are awarded every Friday for Kindergarten Students with Perfect Attendance all week (5-days).

DESCRIPTION OF THE PROGRAM:
Step 1:
Design, create, order or use existing design to print badges

Step 2:
Keep track of Perfect attendance for the Kindergarteners. Run an ISIS extract or determine based on teacher rosters.

Step 3:
Every Friday Hand out Badges to the students with perfect attendance that week.

Step 4:
Teachers are encouraged to give high fives to those students wearing the badges as a way of congratulating their attendance success.

FORMS NEEDED:
High 5 Club Badges attachment

High Five Club Sample Badges
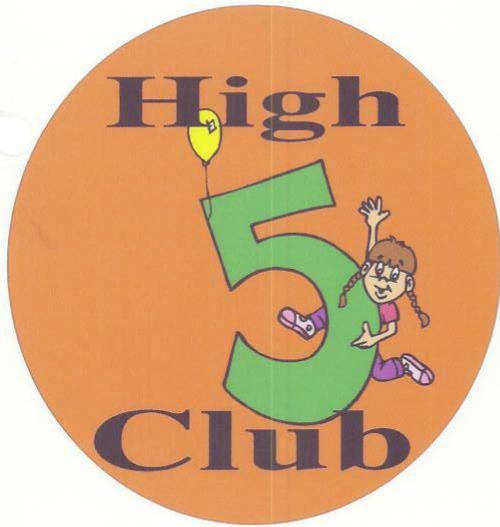
STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: King/Queen Fridays

TARGET POPULATION: K-5

OBJECTIVE: To improve individual/classroom attendance for a specific day (in this case Fridays)

SUPPLIES OR MATERIALS NEEDED:
1. Foam Sheet Crowns
2. Stickers
3. Yarn
4. For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATED COST: $1.00 for 24 Crowns
                                   $1.00 for 1 book of 200 stickers

REWARD PERIOD:
Every Friday that students are present they wear their crown in the form of a necklace. Each Friday that they are present in school, they earn a sticker to be placed on their crown.

DESCRIPTION OF THE PROGRAM:
Step 1: Hand out crown necklaces to all students who are present on Friday.

Step 2: Reward each student with a sticker to place on their crown each Friday.

Step 3: Beam with joy every Friday that you are named King &/or Queen for attending school.

FORMS NEEDED:
None

STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Weekly Monday Morning Attendance Assembly

TARGET POPULATION: K-5

OBJECTIVE: To improve weekly attendance as well as attendance on Mondays

SUPPLIES OR MATERIALS NEEDED:
1. A bowl
2. Drawing/raffle tickets
3. (2) 99¢ prizes each week
4. For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATED COST: $2.00/week

REWARD PERIOD:
Every Monday the names of every Kindergarten Student who was present in school from (Monday – Friday) the week prior to the drawing date (Monday), is entered into a bowl. Two students are selected for having perfect attendance, and they win a prize.

DESCRIPTION OF THE PROGRAM:
Step 1: On the Friday prior to the drawing, all teachers will place the tickets of those students who were present all week in an envelope.

Step 2: All teachers will place their drawing tickets in the bowl for the drawing.

Step 4: The Attendance Mantra is sung before the drawing begins.

Step 5: Two student's names are selected from the bowl, and they are awarded a prize.

FORMS NEEDED: None

Attendance Incentive Ideas, Secondary

MONTHLY		
Incentives / Recognition		**Reports/Tools**
STUDENTS	<u>Classroom Competitions</u> • Traveling Trophy to class with highest attendance % • Ice Cream Party, Popcorn Party, Pizza Party, or Nachos, class with highest attendance.	AT24 Monthly Report Traveling Trophy Instructions Ice Cream Party Instructions
	<u>Bulletin Board</u> Picture displayed to recognize students with Perfect Attendance for the entire month.	The Great Race Instructions
	<u>VIP Invites</u> Provide students a VIP ticket for access to VIP seating area for a school event, assembly, concert, etc.	Tickets
	<u>Assembly</u> Acknowledge students with Perfect Attendance/Most Improved Attendance during an assembly.	Certificate
	<u>Publicized Announcements</u> • Acknowledge students or classes with Proficient/ Advanced Attendance in school newsletter. • Announce names of students with Perfect Attendance over the PA.	AT24 Report Monthly Newsletter
	<u>Attendance Awareness Month</u> Promote attendance through weekly themes such as: Pajama Day, Twin Day, Sports Day, School Spirit Day, Backwards Day, etc.	Pajama Day Flyer
WEEKLY		
Incentives / Recognition		**Reports/Tools**
STUDENTS	<u>Student Recognition:</u> • Individual student recognition • Provide classrooms with small certificates for students with perfect weekly attendance. Names to be read out loud. • Raffles (School functions, games, prizes) • Weekly phone calls made to parents, Congratulations/Keep it up notices sent home.	AT24 Weekly report BlackBoard Connect
	<u>Mentor Program</u> • Administrator, teacher, counselors, office staff, etc. paired up with a student to help them move up in bands. Weekly check-ins,	Spend time with favorite staff member
	First In Line Pass	Weekly pass drawing

Attendance Incentive Ideas, Secondary

DAILY		
Incentives / Recognition		**Reports/Tools**
STUDENTS	Positive Comments/ Compliments for Attending Class	Teacher/School Staff can give daily compliments to students Administrators can announce classrooms, SLCs, or Homerooms with PA for the day.
	PA Announcement of attendance drawing	Students are awarded a ticket for each day of attendance
	Each day of PA earns you "bucks", "coupons".	Issue daily, collect weekly/monthly for prizes

TARGETED TIME PERIODS		
Incentives / Recognition		**Reports/Tools**
STUDENTS	Extra Points/Double Incentives	AT24 Weekly Attendance (M/F)
	25th, 100th, 175th day of School Celebrations	
	CST Random Drawing Opportunity	Promote attendance during CST
	Holiday / Extended Vacation Incentive Provide rewards or plan special events the day before or after returning from vacation.	School Calendar
PARENTS	Attendance Assembly Recognize parents with a certificate acknowledging their hard work & effort for Proficient & Advanced attending students.	MyData Certificate
	Personal Recognition Make BlackBoard Connect calls directed to parents for their role in students attending Proficient and Advanced.	MyData SIS extract BlackBoard Connect
TEACHERS	Teacher Appreciation Provide teachers with a certificate acknowledging their hard work for having: ✓ The Highest Attendance Rate in their grade/ school ✓ The most improved attendance.	AT24 Monthly Attendance Certificates
	Utilize donations from local businesses to reward teachers.	Incentives
	Bulletin Board Recognition Post a picture of the classroom(s) with the highest monthly attendance rate.	AT24 Monthly Attendance Camera

Student Attendance Incentive Program, Secondary

Program Title: The Great Attendance Race

Appropriate Level: Secondary

Supplies Needed:

1. An enclosed display case in a highly visible location, such as main hallway, or school entrance
2. Black Butcher Paper to draw "Race Track",
3. Yellow Tempera Paint & paint brush to divide tracks (one per class)
4. Different color "Car cut-outs" (one per class)
5. Fast Food meal coupons (McDonald's, In-N-Out, Carl's Jr., etc) to be given to the winning classes (amount depends on # of students per classroom).

Cost: Meal vouchers can be requested as donations from local eateries or businesses in the community after AIC Counselor writes request letters at the beginning of the school year.

Reward Period: Attendance reports can be run at the beginning of each month for the month prior.

Description: The display case shows: a) the race cars that represent each grade 9 homeroom/designated class and where their respective class attendance is on the race course that month. The "race track" is marked with signs that say "94%, 95%, 96%" etc. Generate an **AT24 by school month by Homeroom in SIS**. Position each car after the attendance has been calculated for the month. This case is near the Main Office, so it's highly visible to students and visitors. The winning class will receive a meal coupon for a fast food restaurant in the community.

Forms Needed: A description of the attendance incentive program and the goals for the students should sent home to parents at the beginning of the school year.

Student Attendance Incentive Program, Secondary

Program Title: Ice-Cream Party

Appropriate Level: Secondary

Supplies Needed:

1. Ice-Cream
2. Individual Student Advanced or Proficient Certificates

Cost: Ice-Cream can be purchased from Student Body funds, donated by a local business, or purchased with a donated gift card from a local market (after AIC Counselor writes request letters at the beginning of the school year).

Reward Period: The homeroom/SLC with the best attendance will receive an Ice-Cream party. Certificates will be issued to individual students reaching the goal of 96% or better attendance.

Description: Make a memorandum with details of the Ice-Cream Party Incentive for all homeroom teachers/SLCs. Display boards advertising the Party in the school hallways, or area with high 9th grade traffic. Generate an **AT24 by school month by Homeroom in SIS**. Announce the winners on the PA system. Have the school principal or administrator read the results. Award the class by awarding individual students with Adv./Prof. Attendance certificates and bringing them Ice-Cream to their class.

Forms Needed: A description of the attendance program and the goals for the students (send home to parents at the beginning of the school year), program introduction letter to teachers, letters to businesses for donations, and posters to be placed in hallways.

Ice-Cream can be substituted with Popcorn, Nachos, or Pizza.

Student Attendance Incentive, Secondary

Program Title: Traveling Trophy

Appropriate Level: Secondary

Supplies Needed:
1. Trophies, # depends on the amount of classrooms competing, marked "Best Practices" and "Most Improved Attendance" (approx. 4-6)
2. Fast food meal coupons (McDonalds, In-N-Out, Carl's Jr., etc.) to be given to the winning classes (# depends on the # of students per winning classroom).

Cost: Trophies can be purchased from Student Body funds, donated by a local business, or purchased with a donated.

Reward Period: The homeroom/SLC with the best attendance will receive an Trophy. Certificates will be issued to students in that class room.

Description: Make a memorandum with details of the The Traveling Trophy incentive for all homeroom teachers/SLCs. Display boards advertising the incentive in the school hallways, or area with high 9th grade traffic. Generate an **AT24 by school month by Homeroom in SIS**. Announce the winners on the PA system. Ask the school principal or administrator to read the results.

Forms Needed: A description of the attendance program and the goals for the students, teachers and office staff. Flyers or posters to advertise the incentives.

Traveling Trophy P.A. Announcement Script

Good morning [Your High School]. This is your [title] Ms. Soandso. I would like to congratulate all of those students who have perfect attendance for the month of _____. If you have perfect attendance for the month of _____ , expect your certificate in the mail!
Also, on behalf of the attendance office staff and myself, we would like to congratulate the following Homeroom/SLC classes for having the highest attendance for the month of

_____.
9th grade
In Third place we have _____ with _____%
In Second place we have _____class with _____%.
And In First Place we have _____ %. _____ please send a student to pick up your trophy, which you will keep until the end of the month. Congratulations once again!
Please send a student to pick up you trophy, which you will keep until the end of [month].

CST Attendance Campaign Materials Flyer

Click here to be taken to this flyer template.

CST WEEK is Back!

REMEMBER (SCHOOL MASCOT) ARE:

S leep at least 7-8 hrs. a night

M ake sure you eat breakfast

A ttend every day & on time

R emember to always do your best

T hink positively

(SCHOOL MASCOT) ROCK THE CST!!!!

Created by: Attendance Team

CST Attendance Campaign Materials Flyer

Click here to be taken to this flyer template.

ROCK

3/20   3/21   3/22   3/23

THE

CST

3/27   3/28   3/29

Teacher _____   Room_____

Teachers please post somewhere visible! Shade in the letter if you had perfect attendance that day. If your class had perfect attendance all seven days, turn in this poster on **(DATE)** in **(AIC'S NAME)** box in the Main Office. Your class will be entered in a raffle to win a pizza party. GOOD LUCK!

CST Attendance Campaign Materials Flyer

Click here to be taken to this flyer template.

MARCH CST ATTENDANCE AWARENESS MONTH RAFFLE

FOR THE MONTH OF MARCH MAKE SURE TO:

- **WEAR (SELECT A COLOR) ON (SELECT A DAY OF THE WEEK)S**
- **IMPROVE/MAINTAIN GOOD ATTENDANCE**
- **HAVE PERFECT ATTENDANCE FROM (ENTER DATES)**

WIN PRIZES LIKE:

- SELECT AN INCENTIVE
- CLASS ROOM PIZZA PARTY
- SHAKEY'S PIZZA
- GOLF N STUFF

SPARTANS ROCK THE CST!!!!

Sample Lunch Line Pass

Click on the image to be taken to the template.

First In Line Lunch Pass

[Your High School]

Please allow this class to proceed to front of lunch line.

Rewarded to class having the highest Attendance for the week.
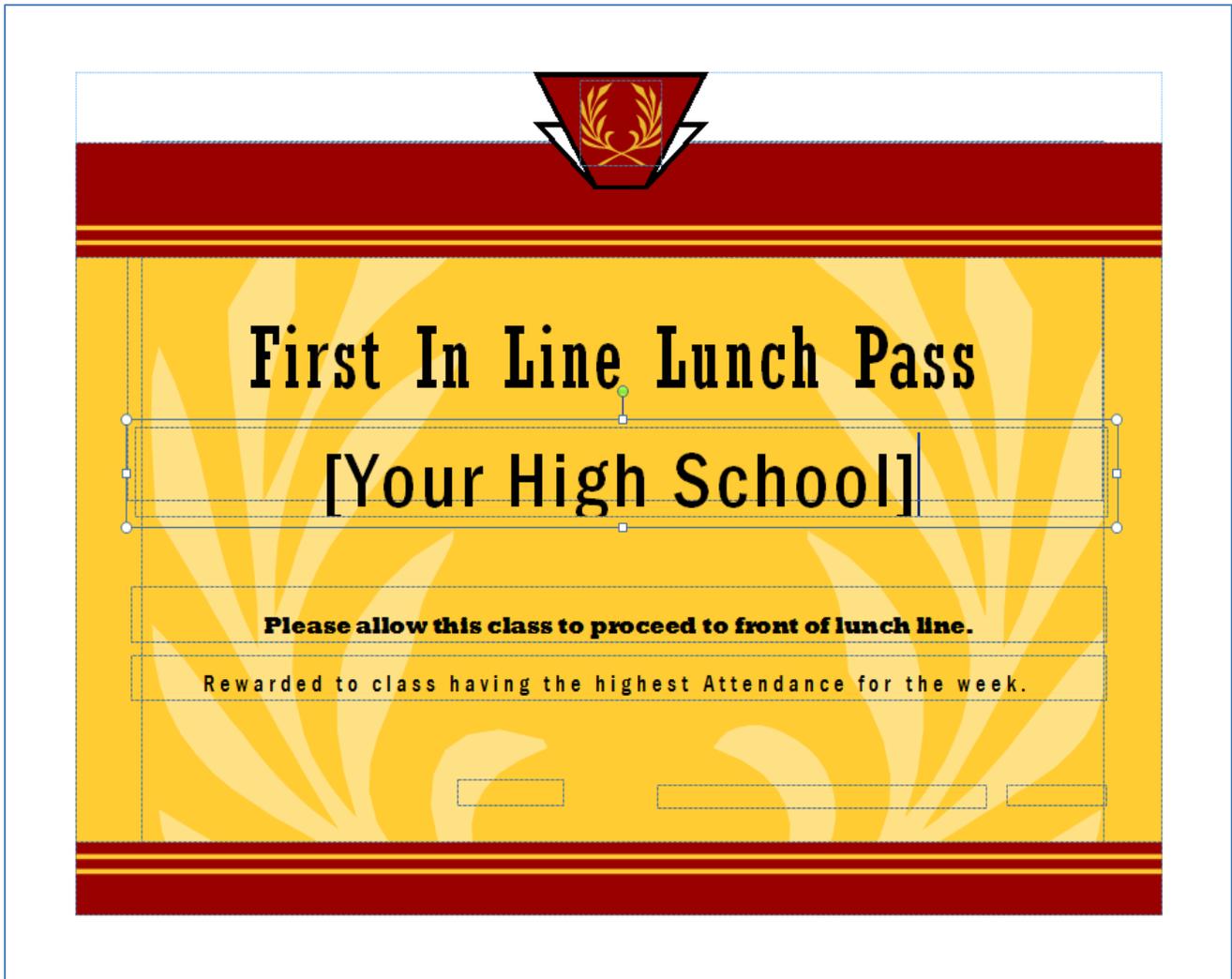
Sample Parent Postcard

Click on the image to be taken to the template.

Burbank Blvd. Elementary School

PLEASE
PLACE
STAMP
HERE

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To the Parents/Guardian of:
          John Doe
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Congratulations!

Your child, John Doe had Perfect Attendance this week.

Thank you for sending your child to school on time everyday. Kindergarten is crucial for future learning. Thank you for valuing your child's education.

Burbank Blvd. Elementary School

Mrs. McGee, Attendance Improvement Counselor
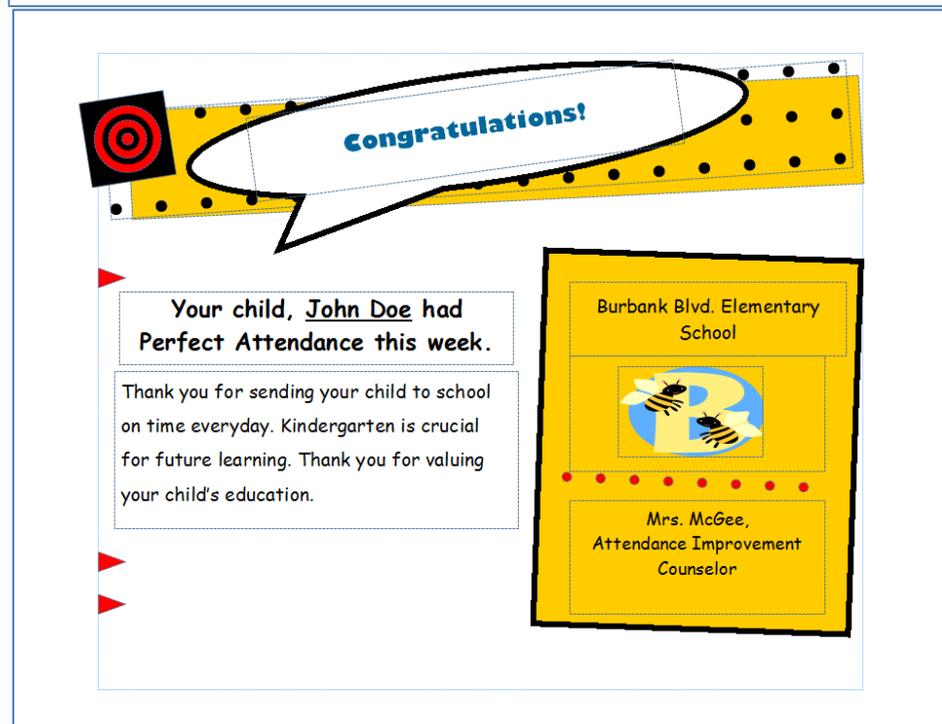
Appreciation/Recognition Certificate templates

Click on the image to be taken to the template.

Student, Parent, Staff

Certificate of Appreciation

This certificate is awarded to the *parents* of:

David Aguilar

In recognition for your child having Perfect Attendance for
month 6: February 13-March 9

Burbank Blvd. Elementary School

Mrs. Pena	04/26/12
Principal	Date
Mrs. McGee	04/26/12
Attendance Improvement Counselor	Date

Meeting Attendance

Certificate of Appreciation
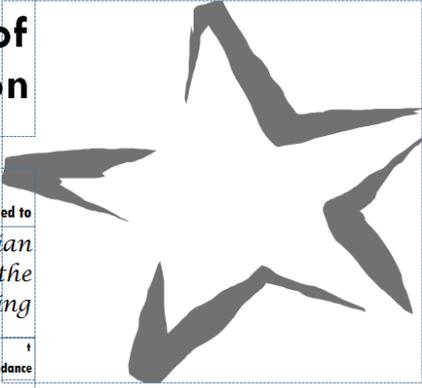
This certificate is awarded to

*Parent/ Guardian
in Attendance to the
9th Grade Meeting*

In recognition of outstanding attendance

| Eric Burns, Attendance and Improvement Counselor | Date |
| Jenny Liu, Diploma Project Counselor | Date |

Pajama Day Attendance Incentive Flyer

Click on the image to be taken to the template.

RISE AND SHINE.

COME TO SCHOOL IN YOUR PAJAMAS TO CELEBRATE THE 150TH DAY OF SCHOOL.

Who: Students

What: Wear your pajamas to school

When: (Date)

Why: To Celebrate 150 days of instruction

DON'T MISS OUT. COME TO SCHOOL ON TIME EVERYDAY!

LEVÁNTATE Y VEN A LA ESCUELA EN TUS PIJAMAS PARA CELEBRAR EL 150 DÍA DE INSTRUCCIÓN.

Quien? Estudiantes

Que? Venir vestidos en tu pijamas

Cuando? (Fecha)

Por que? Para celebrar el 150 día de instrucción

NO PIERDAS NINGÚN DÍA. VEN A LA ESCUELA TODOS LOS DÍAS A TIEMPO!
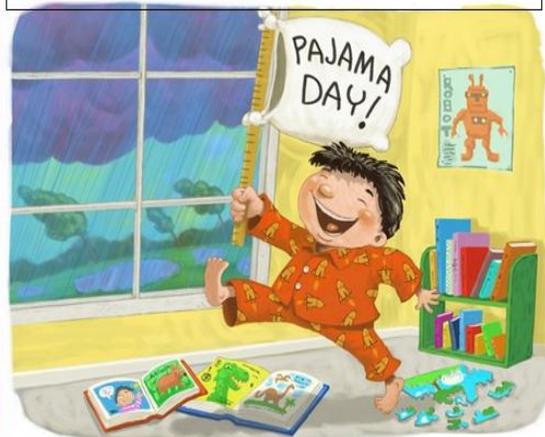
Frequently Used Attendance Terms

Average Daily Attendance: The average daily attendance (ADA) is a statistic representing total number of days of attendance for all students divided by the total number of school days in a given period. ADA reports are submitted to the state and are used to determine funding for schools.

ADA Revenue Per Student: The ADA Revenue Per Student is a state-determined dollar amount allocated to public schools. This rate can fluctuate each year.

ADA Revenue Loss (MyData): The ADA revenue loss is an estimation of the dollar amount lost due to student absenteeism. An estimated daily rate, which fluctuates annually based on the ADA rate set by the State of California, is derived by multiply the estimated daily rate ($31.33/day, for example) by all full day student absences as reflected in ISIS. To view your school's estimated revenue loss and estimated daily ADA rate information log in to MyData.

Attendance and Dropout Prevention Plan: The Attendance and Dropout Prevention (ADP) Plan is a written attendance plan devised by each school's designated Attendance and Dropout Prevention Team, for the purposes of communicating and meeting their school's student attendance goals and to meet the District mandates.

Attendance and Dropout Prevention Team: The ADP Team is a team of designated school staff at each school that meets regularly to write the ADP Plan, and ensures that the plan, objectives and programs are being monitored and modified as needed, in order to meet the school/district's attendance goals. Persons that should be included may include, but is not limited to, the following: *Principal/ Assistant Principal, Pupil Services and Attendance Counselor (PSA), Attendance Improvement Counselor (AIC), School Psychologist, Academic counselors, Dean, School Nurse, Diploma Project Counselors (DPC), Campus aides, Teachers, Attendance office/Records clerks, Parents/guardians, Students, Campus police and/or school safety personnel.*

Attendance Improvement Program: The Attendance Improvement Program (AIP) is a program that was launched during the 2011-12 school year, with a mission to improve attendance by providing focused support to students in Kindergarten and Grade 9. The AIP goal from one year to the next is to achieve a 5% increase in the percentage of students attending at 96% or higher in the targeted grade level.

Attendance Improvement Counselor: The Attendance Improvement Counselor is a Pupil Services and Attendance (PSA) counselor in a specialized program called the Attendance Improvement Program.

Chronic Absence: In the Los Angeles Unified School District, chronic absence is defined as an attendance rate of 91% or less. Chronic Absence is associated with the two lowest attendance performance levels: below basic attendance and far below basic attendance. Through various research findings, chronic absence has been linked to lower levels of student achievement. To receive more information on these studies, click here.

Cumulative Attendance rate: The cumulative attendance rate is a statistic that depicts the most current attendance rate, accounting for attendance from the beginning of a given school year. It is different from the monthly attendance rate in that it does not capture an individual month's attendance rate.

Monthly Attendance rate: The monthly attendance rate is a statistic that depicts the attendance rate for the specific month. It is different from cumulative attendance rate in that it does not incorporate the attendance rate from other months.

Performance Meter: The performance meter is a scorecard to measure and guide the performance of our district through indicators that center on the District's five goals: 100% Graduation, Proficiency for All, 100% Attendance, Parent and Community Engagement, and School Safety.

Pupil Services and Attendance (PSA) Counselor: Click here for job description.

Student Attendance Performance Levels: The student attendance performance levels (aligned to the five student achievement performance levels) were created in order to establish a strategic method in tracking attendance data.   See illustration below for performance meter goals and the definition for the five attendance performance levels.

Tracking Attendance Data

LESS THAN 87% (Far Below Basic)	87 - 91% (Below Basic)	92 - 95% (Basic)	96 - 99% (Proficient)	100% (Advanced)

Chronic Absence

Performance Meter Goal
2011-12: 66% of students
2012-13: 71% of students
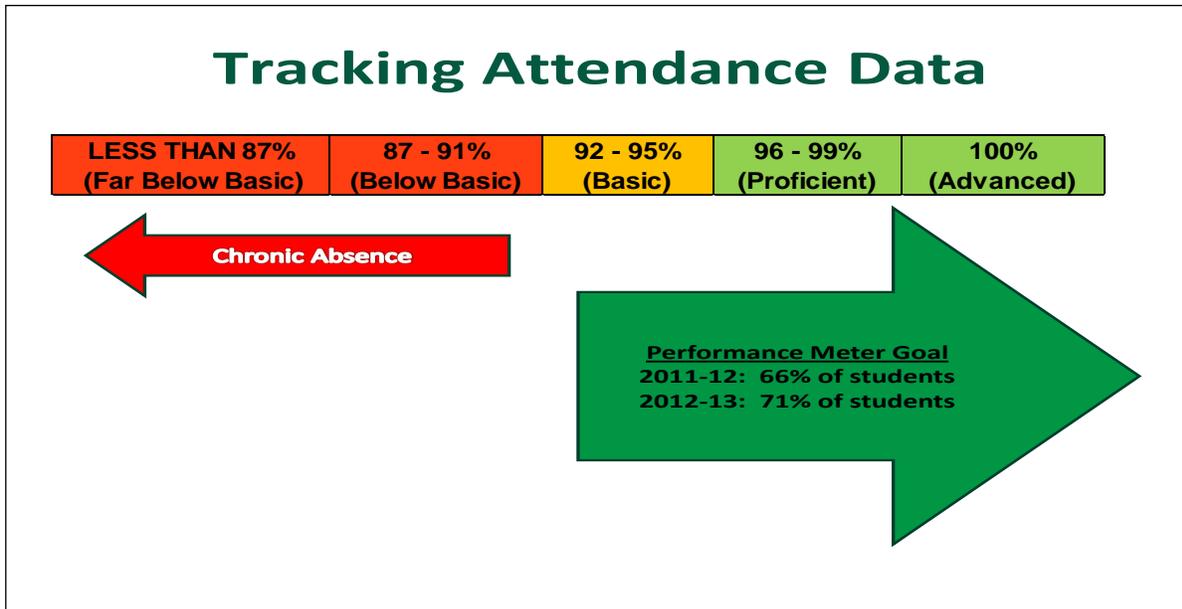
- **Advanced Attendance:** Students who achieve advanced attendance maintain an attendance rate of 100% cumulative from the first day of school, with zero absences.

- **Proficient Attendance:** Students with proficient attendance maintain an attendance rate of 96-99% cumulative from the first day of school and are meeting the superintendent's district-wide goal.

- **Basic Attendance:** Students with basic attendance have an attendance rate of 92-95% cumulative from the first day of school.

- **Below Basic Attendance:** Students with below basic attendance have an attendance rate of 87-91% cumulative from the first day of school.   (Also, see definition for Chronic Absence)

- **Far Below Basic Attendance:** Students with far below basic attendance have an attendance rate below 87% cumulative from the first day of school. (Also, see definition for Chronic Absence)

List of Hyperlinked Toolkit Documents and Templates

Document Title (click to access the document template)	File Type
1. Attendance Improvement Counselor Job Description	pdf
2. Master Planning Calendars with Instructional Days	MS Excel
3. Monthly Classroom Attendance Worksheet (Elementary)	MS Excel
4. Daily, Weekly, Monthly Classroom Attendance Worksheet (Secondary)	MS Excel
5. Daily Absence Tracking Worksheet	MS Excel
6. Monthly Attendance Tracker Calendar	MS Publisher
7. Introduction/Policy Letter (English/Spanish)	MS Word
8. Attendance Notification Letter (English/Spanish)	MS Word
9. Excessive Absence Letter (English/Spanish)	MS Word
10. Extended Vacation Letter (English/Spanish)	MS Word
11. Data Sharing Memo Template	MS Word
12. Attendance Newsletter Template	MS Word
13. Caught Here Today Incentive tickets	MS Word
14. Lunch Line/Homework pass	MS Word
15. CST Campaign Flier (1)	MS Word
16. CST Campaign Flier (2)	MS Word
17. CST Opportunity Drawing/Awareness	MS Word
18. Classroom First in Lunch line pass	MS Publisher
19. Attendance Awareness Parent Postcard template	MS Publisher
20. Recognition Certificate (1)	MS Publisher
21. Recognition Certificate (2)	MS Publisher
22. Pajama Day Flier	MS Word